UCONN
UNIVERSITY OF CONNECTICUT

SOLICITATION INFORMATION SHEET
FACILITIES SERVICES - INVITATION TO BID

The University of Connecticut is accepting sealed Bids for:

ITB RELEASE DATE: **October 27, 2026**

SOLICITATION NUMBER: **KS092426**

SOLICITATION NAME: **Landscaping Services at Hartford Campus**

SERVICE LOCATION(S): **UConn Hartford Campus, 10 and 38 Prospect Street, Hartford, CT**

PROCUREMENT AGENT: **Kathleen Susca, Kathleen.susca@uconn.edu, 860-486-4649**

INTENT OF THIS SOLICITATION: The purpose of this Invitation to Bid ("ITB") is to establish a service contract for the landscape services at UConn's Hartford Campus.

LOCATION OF THIS SOLICITATION: Submit a Bid for this solicitation through the HuskyBuy Portal: https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=UConnFullSuite.

SBE/MBE PARTICIPATION: The University of Connecticut is committed to providing a professionally inclusive environment within which small and minority businesses are encouraged to participate in the procurement experience. As such, we encourage participation by Small (SBE) businesses, Minority-Owned (MBE) businesses, Woman-Owned (WBE) businesses, and businesses owned by persons with a disability (DisBE), certified as such by the Connecticut's Department of Administrative Services Supplier Diversity Division. For further information, visit: https://portal.ct.gov/DAS/Services/Licensing-Certification-Permitting-and-Codes/Small-Minority-Business-Center. To learn about the University of Connecticut's Supplier Diversity Program, visit: https://supplierdiversity.ubs.uconn.edu. Additionally, the University encourages Connecticut-based businesses to participate in this public solicitation process.

CRITICAL DATES:

Pre-Bid Conference Date and Time	**November 10, 2026**	**10:00 AM**
Pre-Bid Conference Location	**UConn Hartford Campus, 10 Prospect Street, Hartford, CT. Meet at the steps by the flagpole.**	
Q&A (RFI) Due Date and Time	**November 18, 2026**	**2:00 PM**
Bid Due Date and Time	**December 9, 2026**	**2:00 PM**
Bid Opening	**Microsoft Teams Link**	

PRE-BID CONFERENCE: During the Pre-Bid Conference, the ITB and Scope of Work will be discussed. There also will be an opportunity to view existing conditions (if applicable). The Pre-Bid Conference is not mandatory, however, interested Bidders are strongly encouraged to attend.

REQUEST FOR INFORMATION QUESTIONS: All Requests for Information ("RFI") questions are to be posted under the Q&A Board Tab in the HuskyBuy sourcing event for this Solicitation. No phone calls or RFI questions emailed directly to the Procurement Agent will be accepted.

CLARIFICATIONS, ADDENDA, and INTERPRETATIONS: Bidders shall promptly notify the University of any ambiguity, inconsistency, or error which they may discover upon examination of the Specifications and contract documents.

Any and all interpretations of the Specifications, RFI Responses, contract documents, and supplemental instructions will be in the form of a clarification/addendum, and posted as part of the HuskyBuy sourcing event. Failure of a Bidder to receive any such clarification/addendum or interpretation shall not release a Bidder from the obligations under its Bid as submitted.

BID OPENING: Bid openings are conducted via virtual conference at 2:15 p.m. on the due date. Access to the virtual conference is provided in the link above.

CONSIDERATION OF BIDS: Cost Proposals received in response to this ITB are opened during a public opening. The contract shall be awarded to the responsible Bidder with the lowest overall cost after the University has reviewed the Bid Submissions.

The lowest responsible Bidder shall also demonstrate, to the satisfaction of the University, that they possess the proven managerial ability, technical ability, and the integrity, necessary to perform the Scope of Work faithfully and efficiently for this Contract, without conflict of interest. Bids shall be evaluated utilizing the objective technical criteria listed within the ITB, as well as any additional information obtained from persons or other sources identified in the Bid.

CONTRACT TERM:

- The Contract is planned to start: **March 1, 2027**
- Contract Duration: **Two years, ending on February 28, 2029, with three one (1) year options for extensions.**

Standard Wages: Connecticut Department of Labor Service Standard Wages are applicable for this Contract/Assignment. Bidders shall review Connecticut General Statute §31-57f: https://www.cga.ct.gov/current/pub/chap_557.htm#sec_31-57f. Standard Wage Rates are posted on the Connecticut Department of Labor Website: ctdol.state.ct.us. It is the successful Bidder's responsibility to monitor wage rates issued by the Connecticut Department of Labor and ensure that non-supervisory employees are paid the most current wage and benefit rate.

DESCRIPTION OF SCOPE OF WORK: Landscape services shall include spring and fall cleanup, weekly lawn maintenance and mowing; and pruning of trees and trimming of shrubs throughout the season as needed. Additional services may be required for plantings or emergency tree or shrub removal.

COST PROPOSAL: Submit a Cost Proposal utilizing the Form provided. No substitution of the Form is permitted. The University intends to utilize the following compensation methods:

- **Lump Sum:** Provide a lump sum cost for the Scope of Work. Such lump sum cost shall include all labor, materials, equipment, subcontractor costs, and overhead and profit.

- **Additional Services:** Additional services shall be on a time and material basis with a not to exceed estimate. Materials shall be shown on a cost-plus basis.

    - Materials: Pricing for materials used for the performance of additional services shall be no greater than a 15% markup on the vendor's actual invoice. A detailed cost breakdown and supporting documentation shall be provided. This percentage is non-negotiable.

    - Subcontractors: Pricing for subcontractor(s) used for the performance of additional services shall be no greater than a 5% markup on the vendor's actual invoice. A detailed breakdown and supporting documentation shall be provided with invoice. This percentage is non-negotiable.

    - Equipment Rental: Equipment rented for use directly in the work by the Contractor's own forces shall be reimbursed at the actual rental cost to the Contractor with no markup allowance. This is non-negotiable.

QUALIFICATIONS OF BIDDER: In addition to submitting a Cost Proposal, all Bidders must demonstrate the following:

- **PREVIOUS RELEVANT EXPERIENCE:** Describe the overall qualifications of the Bidder, including background in this field and the services that it provides. Complete the Previous Relevant Experience information in the applicable questions found in the HuskyBuy event.
    a. It is recommended that the Proposer provide three (3) examples (maximum of 5) that are in progress or completed within the past ten (10) years, comparable in size, scope, and similar environment to the Scope of Work for this ITB.
    b. It is recommended that the examples have an estimated contract value of **$30,000.00.**

- **PROPOSED TEAM QUALIFICATIONS:** The Bidder must demonstrate the ability to staff this Contract with high quality, experienced personnel. Key personnel assigned to this Contract shall have experience on relevant assignments in similar positions as they will have for this Contract. The University reserves the right to request resumes/additional information for Key Personnel assigned to this Contract at any time during the life of the Contract.

MISCELLANEOUS REQUIRED DOCUMENTS: The Bid shall include the following documents:

1. **SEEC Form 10**: Review the *SEEC Form 10: Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations* (acknowledgment of receipt of the explanation of prohibitions) and upload the executed Form where applicable. The Form can be found at: https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_10_final.pdf.

2. **Bidder Contract Compliance Monitoring Report:** Review the *Commission on Human Rights and*

Opportunities Bidder Contract Compliance Regulations Notification to Bidders and upload the completed Report where applicable. The Form can be found at: https://portal.ct.gov/-/media/chro/cc-documents/notificationtobidders.

3. **Supplier Diversity Certificate**: If certified, provide your Company's current Supplier Diversity Certificate issued by the Connecticut Department of Administrative Services.

CONTRACT: A draft of the contract has been provided with the solicitation documents. The University reserves the right to modify the contract or waive any informality as it deems to be in the best interest of the University. By submitting a Proposal, your Company accepts the contract and any modifications that the University deems necessary to it without exception. Bidders will be notified of any modifications to the contract made by the University. Any exceptions to the contract submitted by the Bidder will not be considered.

End of Solicitation Information Sheet